

# COMMUNITY ARTS PROGRAM (CAP)

## Funding Guidelines

### PURPOSE

The Community Arts Program (CAP) provides support and opportunities for artists and cultural organizations to teach, perform, and exhibit at host facilities around the City to showcase and celebrate the community's unique history and varied ethnic heritage. CAP will create a roster of arts and culture providers available to provide services throughout the city. This program is designed to encourage creative interaction among artists, residents and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services.

### WHAT WILL BE FUNDED

The program funds can be used for service related expenses such as administrative, artistic and technical personnel, in addition to other expenses related to the service/activity that the artist/organization wishes to provide.

### PROGRAM ELIGIBILITY CRITERIA

- Individual artists who are residents of the City of El Paso or arts organizations in the City of El Paso are eligible to apply
- Applicant organizations must be incorporated as private 501 (c) (3) non-profits. This does not apply to individual artists
- Artists and cultural organizations performing and presenting in the areas of music, dance, theatre, literature, visual arts, film/video and literary arts, and folk artists are all eligible to apply
- All applicants should be able to verify a minimum track record or organizational history of three (3) years. Proposed activities must start no earlier than September 1 and end no later than August 31 of the applicable City of El Paso fiscal year

### HOW TO APPLY

First time applicants to the Community Arts Program must attend at least one of two workshops conducted by the Museums and Cultural Affairs Department staff in March 2007. Program guidelines and proposal forms will be available at that time and the application process will be discussed at both workshops.

Completed proposals must be submitted to the Museums and Cultural Affairs Department on or before **April 13, 2007 by 5 p.m.** or postmarked by midnight on the deadline date. **The proposal must be typed and the forms are available to download online at [WWW.ELPASOTEXAS.GOV/MCAD](http://WWW.ELPASOTEXAS.GOV/MCAD) under the Funding Programs section.** The proposal must explain services and related activities that the artist/organization wishes to provide (performances, exhibitions, classes, workshops, and residencies), the projected fee for the service (**the maximum fee for a single service will not exceed \$2,500**), the number of times the service can be provided, and any special technical requirements related to the service. Support materials ***will also be required*** (such as program brochures, critical reviews, and samples of work, cassette, or videotape recordings). Only one proposal will be accepted per applicant. The maximum amount that may be allocated through this program each year to an individual artist or organization is \$10,000. **Matching funds are not required for this program.**

## **PROPOSAL REVIEW PROCESS**

A peer review panel reviews proposals. The panel will recommend those applicants to be included on the Community Arts Program. The Museums and Cultural Affairs Department staff will recommend allocations based on the following:

- The total funds available for the program
- The need to provide a balance among arts disciplines represented in the program
- The cost of each service

The Cultural Affairs Advisory Board will review and recommend approval of these applications, subject to budget appropriations and budget approval by City Council.

## **PROPOSAL REVIEW CRITERIA**

Proposals will be evaluated by the panel according to the following criteria:

- **Artistic Qualifications** - the qualifications of the artist/organization based on training and/or professional experience and quality of work
- **Capacity** - does the applicant show the capacity to successfully provide the proposed service(s) as evidenced by planning skills, past record of achievement, and potential to manage and carry out the proposed service
- **Need of the Community** - the need of the community for the particular service, based on how it will increase understanding of arts and culture, meet an underserved need in the community, and/or provide arts education opportunities
- **Artistic Merit** - the extent to which the service offers a quality product that advances the preservation or perpetuation of art forms, including a curriculum, timeline, budget and appropriateness to targeted audiences

## **SERVICE CONTRACTS**

The MCAD staff will conduct a workshop on CAP artist's responsibilities. All CAP artists meet with MCAD staff to review instructions on scheduling of services, completing agreement forms, evaluation forms, and invoices. A signed agreement must be completed with the MCAD before commencement of services.

### **Identification of Community Hosts**

The MCAD staff will work with participating artists/organizations to identify community hosts. Community hosts may include schools, community organizations, recreation centers, social service agencies, and other non-profit groups. Emphasis will be placed on underserved or unserved communities that have not had prior exposure to the art form. An attempt will be made to spread program services throughout all areas of the City. All funded activities **must** occur within the City of El Paso. The community host will have to provide a free space to artist that meets the services performance requirements. The host is expected to generate publicity and make the service available at no charge for the public.

### **Americans with Disabilities Act (ADA)**

At the time of contract execution with the City of El Paso, successful grant applicants will be required to submit specific ADA-related documents to confirm compliance with several local ordinances and state and federal statutes and regulations.

## **Artist/Community Host Agreement**

After a service has been confirmed with a host, the artist/organization must submit a signed Artist/Community Host Agreement Form to the MCAD at least *two weeks* prior to the commencement of each service. **No exceptions will be made.** The signed Artist/Community Host Agreement Form must contain all necessary information including precise dates and times for the proposed service. Incomplete, unsigned or faxed Community Host Agreement Forms will not be accepted. Services through the program must be completed by **August 31, 2008**.

### **Payment**

The artist/organization will submit a signed invoice to the City upon completion of each contracted service. In the case of long-term artist's residencies, invoices may be submitted on previously agreed upon dates during the residency. Artist evaluation forms and host evaluation forms must be submitted with invoice. Invoices submitted prior to the date of service will not be accepted.

### **Analysis Guidelines**

Controls to determine that grantees are achieving the public purpose of the city to provide arts and culture to the El Paso community, will be measured by artist evaluation forms and community host evaluation forms. Organizations or individuals funded through CAP must provide on-going reporting on each program or event sponsored including attendance, location and an evaluation of the program. Community hosts must provide a completed evaluation form within seven (7) business days following the presentation.

### **APPLICATION PACKAGE**

Submit one signed original and six copies of the application. All application forms must be typed using at least a 12-point font. The forms are available in the book or may be downloaded at **WWW.ELPASOTEXAS.GOV/MCAD** and clicking on Funding Programs.

Please do not bind or staple application forms. The application and all copies must be assembled in the following order.

- ☐ **Proposal Cover Sheet**
- ☐ **Assurances and Signatures:** The proposal must be reviewed and signed by the organization's Board Chair/Authorizing Official and the Executive/Project Director before being submitted to the MCAD
- ☐ **Narrative:** Please observe and adhere to page limits indicated on the forms
- ☐ **Attachments:**
  - Charter, articles of incorporation and by-laws (required of first-time applicants and current organizations that have changed their by-laws)
  - IRS 501(c)(3) Letter of Determination (required for first time applicants)
  - Key Staff qualifications; Resume/Bio for individual artists (please limit to 2 pages)
  - Organization description and mission (if applicable)
  - Curriculum and/or evidence of TEKS alignment
  - Please submit additional materials that will help the Peer Review Panel better understand the services provided by the organization. Additional support materials include: news clippings, video and/or audiotapes, or any promotional materials